



AN AASIS TRAINING GUIDE

Management Reports



Version Control Sheet

- **Course: FI Reporting—FIREPT, Management Reports**
- **Courseware Items: Core Curriculum**
- **Change Summary**
Changes made to this document are summarized in the following table

| Date | Change | Reason For Change | Updated Version | Pages Effected |
|-------------|--|-------------------------------------|------------------------|-----------------------|
| 4/3/02 | Courseware developed and published as V1.0 | | 1 | |
| 10/25/02 | Y_DEV_80000023 Plan/Actual Cost Center and Orders | Update of Y_DEV_80000023 to include | 1.a | 37--44 |
| | | | | |



**FILE ALREADY SAVED IN
(PREFERRED)
SLIDE VIEW**



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Management Reporting Objectives

- Learn what reports are available in AASIS
- Learn what type of report is the best one to use for your particular reporting needs.
- Learn tips for selection and drilldown.

There are many ways to report financial information in AASIS.

- Actual revenues and expenditures versus planned revenues and expenditure reports are available.
- These reports are available in as much detail as desired.
- Remember that the plan is a management tool and not a budget control.

Plan vs. Actual Reports

- These reports compare the plan to actual expenditures by cost element.
- The plan will be downloaded from Budgets beginning in FY 2003 in the cost center reports. For Internal Order reports, the plan is entered manually. For project reports, the plan is entered manually except for agencies that budget at the WBS level; their plan will be downloaded from budgets.

Cost Center Plan vs. Actual

S_ALR_87013611

Gives plan and expenditures for cost centers by cost element.

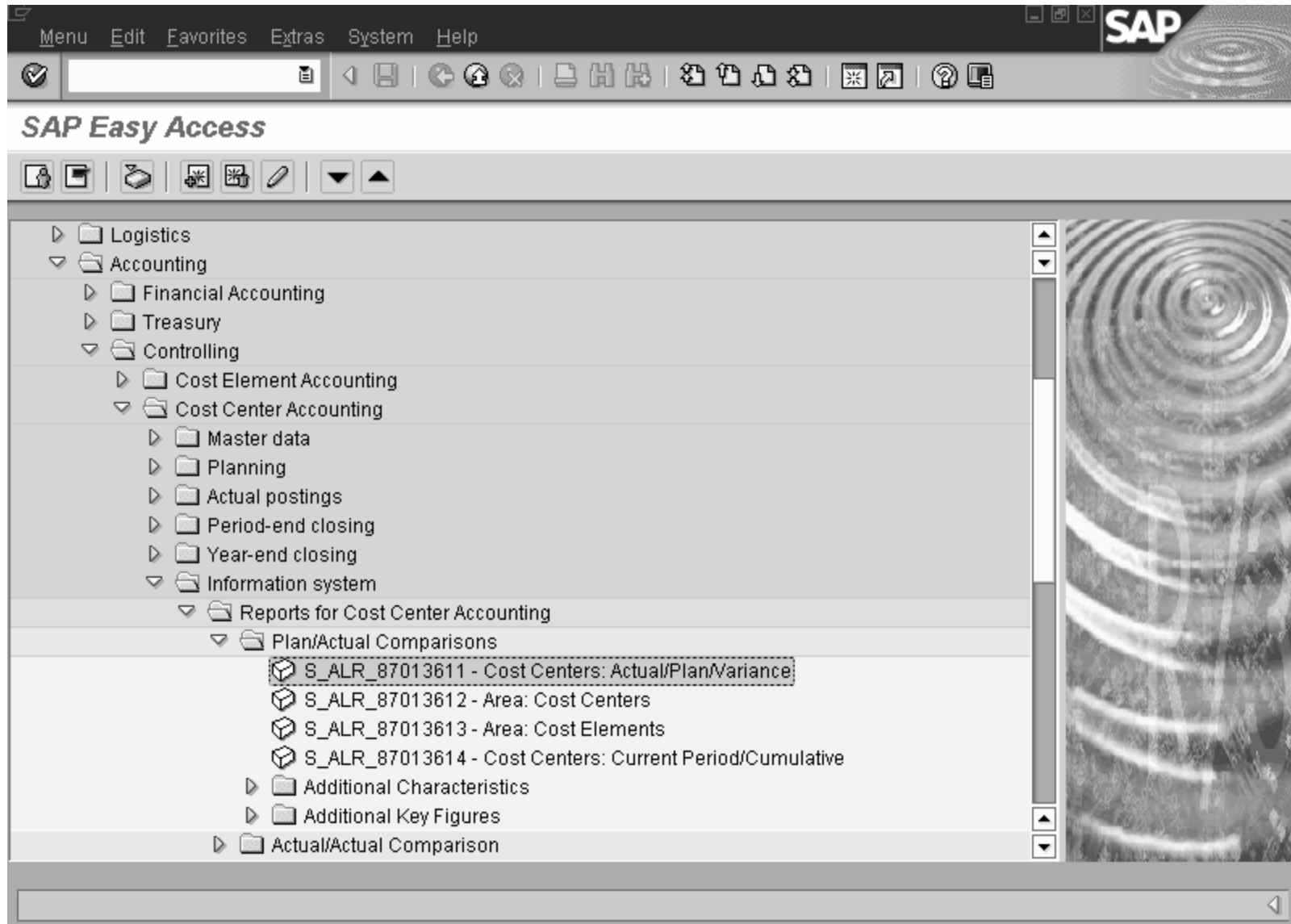


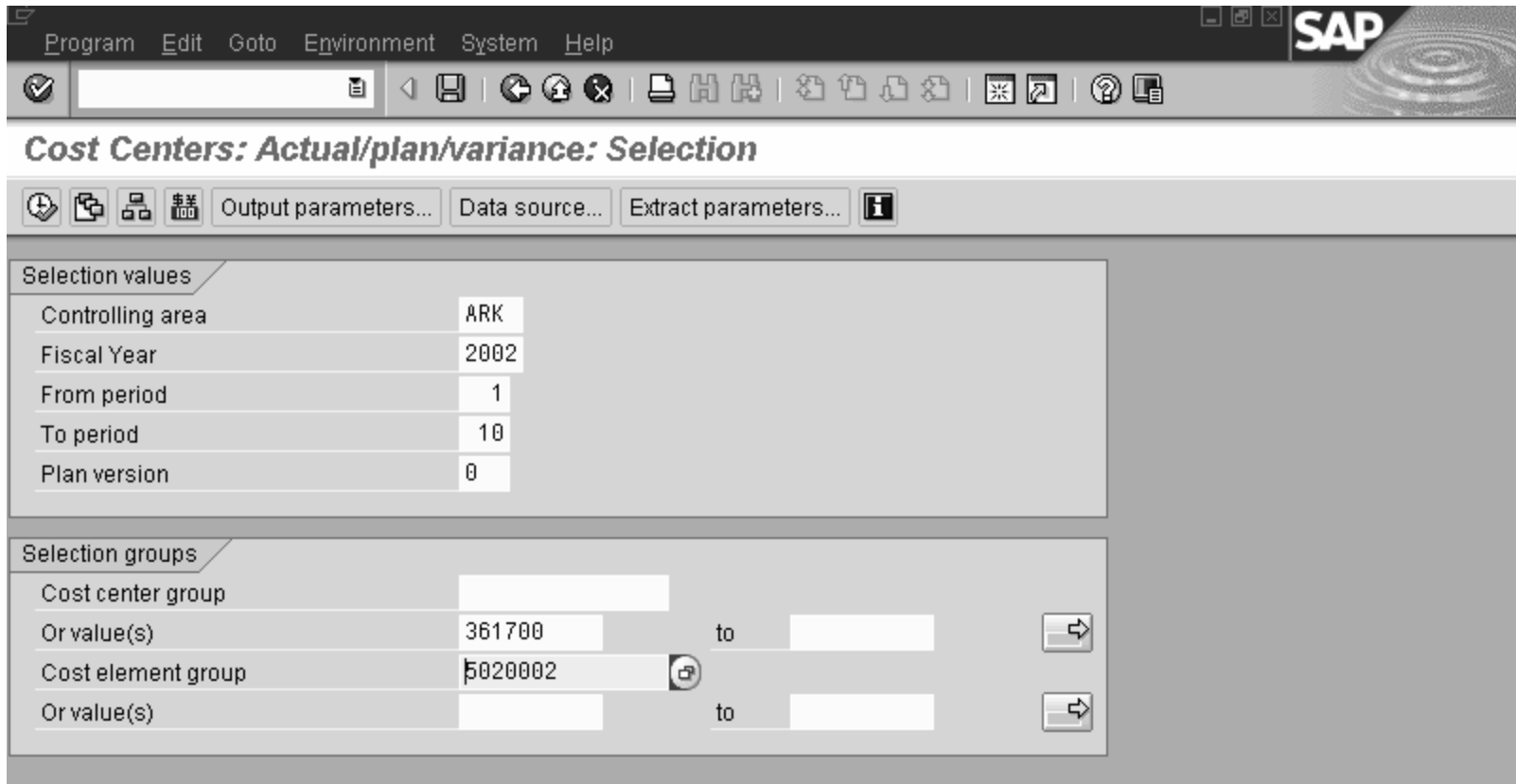
Cost Center Plan vs. Actual

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting >
- At this point, many reports are available.

Cost Centers: Actual / Plan / Variance

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Plan /
Actual Comparisons > Cost Centers:
Actual/Plan/Variance
- S_ALR_87013611





The screenshot shows the SAP 'Cost Centers: Actual/plan/variance: Selection' dialog box. The title bar includes the SAP logo and standard window controls. The menu bar contains 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The toolbar has various icons for file operations and help. Below the toolbar, there are buttons for 'Output parameters...', 'Data source...', and 'Extract parameters...', along with an information icon. The main area is divided into two sections: 'Selection values' and 'Selection groups'. The 'Selection values' section contains a table with the following data:

| Selection values | |
|------------------|------|
| Controlling area | ARK |
| Fiscal Year | 2002 |
| From period | 1 |
| To period | 10 |
| Plan version | 0 |

The 'Selection groups' section contains two rows of input fields and buttons:

| Selection groups | |
|--------------------|--|
| Cost center group | <input type="text"/> |
| Or value(s) | 361700 to <input type="text"/> |
| Cost element group | 5020002 <input type="button" value="⊞"/> |
| Or value(s) | <input type="text"/> to <input type="text"/> |

Type in ARK as the controlling area and the current fiscal year. Then select the period that you wish to view. In the lower box, you can select a cost center or hierarchical group and a cost element or cost element group. (All cost elements with data will be displayed if these fields are left blank.) Click execute.



Report Edit Goto View Extras Settings System Help

Cost centers: actual/plan/variance

Cost centers: actual/plan/variance Date: 04/15/2002 Page: 2 / 2

Column: 1 / 2

Cost center/Group 361700 Accounting

Person responsible: Dept of Workforce Ed

Reporting period: 1 to 10 2002

| Cost elements | Act.costs | Plan costs | Abs. var. | Var. (%) |
|----------------------------|-----------|------------|-----------|----------|
| 5020001000 Postage | | 1,750.00 | 1,750.00- | 100.00- |
| 5020002000 Telecomm Wired | 6,486.69 | 4,166.67 | 2,320.02 | 55.68 |
| 5020003000 Telecomm Wirele | 43.85 | | 43.85 | |
| 5030005000 02-Bldg & Grds | 168.45 | | 168.45 | |
| 5030007000 Hauling & Movin | 1,784.80 | | 1,784.80 | |
| 5030008000 Office Equip Ma | 1,085.88 | 416.67 | 669.21 | 160.61 |
| 5040003000 Water & Sewage | 642.59 | | 642.59 | |
| 5040007000 Rent of Office | 3,730.86 | | 3,730.86 | |
| 5050001000 02 - Mileage | 88.45 | 3,333.33 | 3,244.88- | 97.35- |

The report displays the cost centers requested, the actual costs for the period selected, by cost element, and the plan, if there is one. Plan will be uploaded from the budget for fiscal years beginning with 2003. In fiscal year 2002, the plan had to be entered manually. Many agencies didn't choose to enter a plan.

Report Edit Goto View Extras Settings System Help

SAP

Cost centers: actual/plan/variance

Reporting period: 1 to 10 2002

| Cost elements | Act.costs | Plan costs | Abs. var. | Var. (%) |
|----------------------------|-----------|------------|-----------|----------|
| 5020001000 Postage | | 1,750.00 | 1,750.00- | 100.00- |
| 5050001000 02 - Mileage | 88.45 | 3,333.33 | 3,244.88- | 97.35- |
| 5050003000 02 Meals & Lodg | | 416.67 | 416.67- | 100.00- |
| 5050011000 02 Parking Fees | 7.50 | | 7.50 | |
| 5080006000 Assoc Member Du | 50.00 | | 50.00 | |
| 5090006000 Office Supplies | 1,074.40 | 4,703.33 | 3,628.93- | 77.16- |
| 5090018000 Subscriptions P | 74.18 | | 74.18 | |
| 5090030000 Other Comm Mat | 780.50 | | 780.50 | |
| * Debit | 16,018.15 | 14,786.67 | 1,231.48 | 8.33 |
| ** Over/underabsorption | 16,018.15 | 14,786.67 | 1,231.48 | 8.33 |

Scroll down to view the total. This may be useful since this selection was by cost element group, and cost element groups were set up to reflect the budget commitment items.

Report Edit Goto View Extras Settings System Help

Cost centers: actual/plan/variance

Reporting period: 1 to 9 2002

Choose Report

- Cost Centers: Actual Line Items
- Cost Centers: Planning Overview
- Cost Centers: Plan Line Items
- CCtrs: Period breakdown actual/plan
- Activity Types: Period breakdown
- Stat. Key Figs: Period breakdown
- Cost Centers: Breakdown by partner
- Cost centers: Breakdown by b.trans.
- Area: Actual/plan 2 currencies
- Display planning long texts

☒ Technical names on/off

| | Actual costs | Plan costs | Abs. var. | Var. (%) |
|----------------------------|--------------|------------|-----------|----------|
| | 750.00 | 750.00 | 100.00- | |
| | 2.27 | 3,750.00 | 2,082.27 | 55.53 |
| | 8.85 | | 43.85 | |
| | 8.45 | | 168.45 | |
| | 1.80 | | 1,784.80 | |
| | 5.88 | 375.00 | 710.88 | 189.57 |
| | 2.59 | | 642.59 | |
| | 6.32 | | 3,316.32 | |
| | 8.45 | 3,000.00 | 2,911.55- | 97.05- |
| | | 375.00 | 375.00- | 100.00- |
| | 7.50 | | 7.50 | |
| | 0.00 | | 50.00 | |
| | 1.40 | 4,233.00 | 3,158.60- | 74.62- |
| 5090018000 Subscriptions P | 74.18 | | 74.18 | |
| 5090030000 Other Comm Mat | 780.50 | | 780.50 | |
| * Debit | 14,949.19 | 12,483.00 | 2,466.19 | 19.76 |
| ** Over/underabsorption | 14,949.19 | 12,483.00 | 2,466.19 | 19.76 |

To see line items that make up the amounts, highlight any item and select the line item option when the box pops up.

Start | netlog... | Intro t... | Inbox ... | SAP Lo... | Cost c... | 3:58 PM

SAP

List Edit Goto Settings Extras Environment System Help

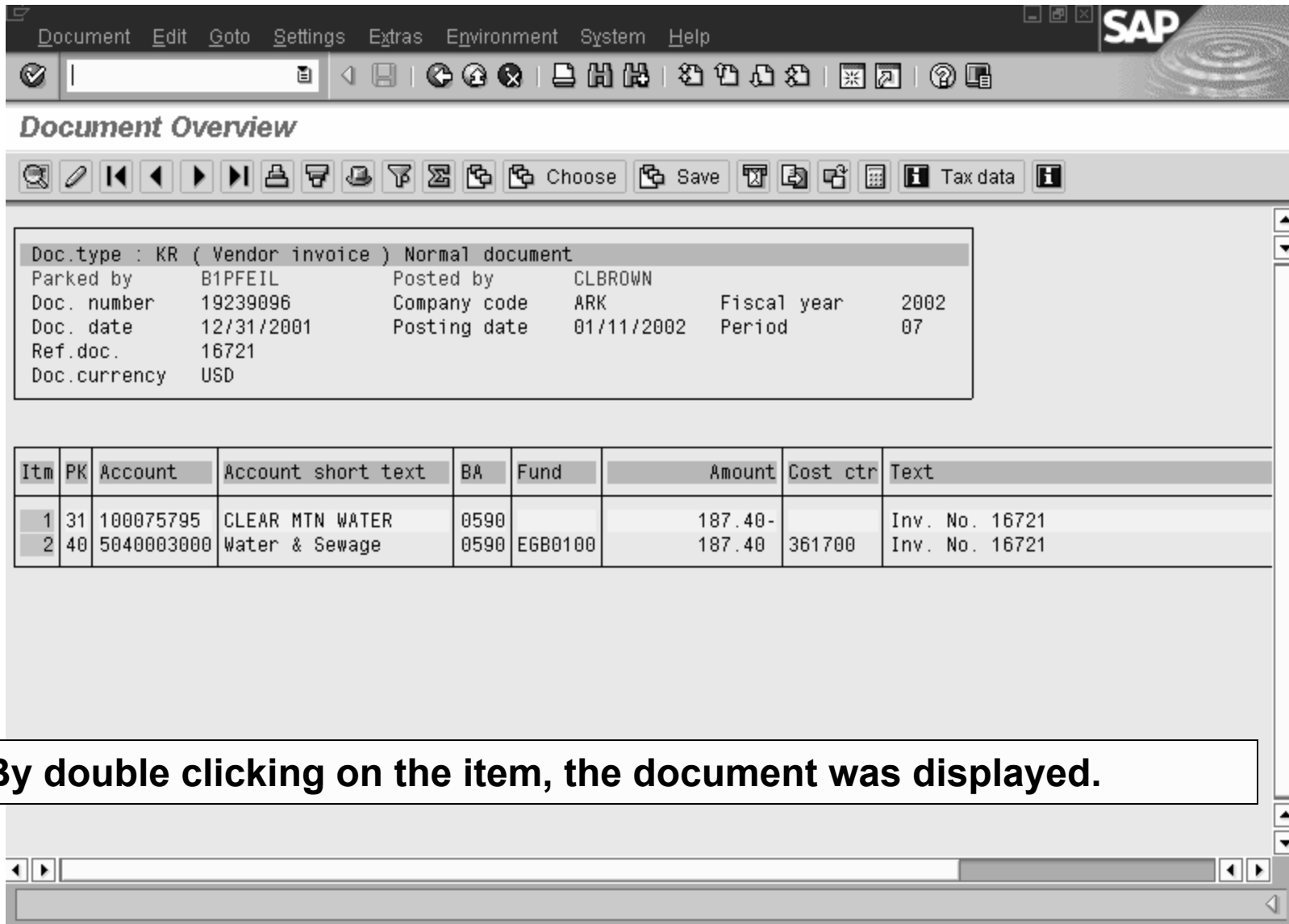
Display Actual Cost Line Items for Cost Centers

Document Master record

Display variant /DWE ADED Expenditures subtotaled by Doc
Cost center 361700 Accounting
Report currency USD US Dollar

| Postg da | Object | Cost elem. | Val.in rep.cur. | Name of offsetting account | Name |
|----------|--------|------------|-----------------|---------------------------------|---------------------------|
| 08212001 | 361700 | 5040003000 | 298.86 | CLEAR MTN NATURAL SPRG WATER CO | Invoice Number 447171,480 |
| * | 361700 | | 298.86 | CLEAR MTN NATURAL SPRG WATER CO | |
| 01112002 | 361700 | 5040003000 | 187.40 | CLEAR MTN WATER | Inv. No. 16721 |
| 03122002 | 361700 | 5040003000 | 156.33 | CLEAR MTN WATER | Jan (lost bill) Inv. 2010 |
| * | 361700 | | 343.73 | CLEAR MTN WATER | |
| ** | 361700 | | 642.59 | | |
| *** | | | 642.59 | | |

Line items are displayed. You can double-click on any line and drill down all the way to the document.



The screenshot shows the SAP Document Overview window. The title bar includes the SAP logo and standard window controls. The menu bar contains Document, Edit, Goto, Settings, Extras, Environment, System, and Help. The toolbar includes various icons for document management. The main area displays document details for a Vendor invoice (KR) and a table of items.

Document Overview

Doc.type : KR (Vendor invoice) Normal document

Parked by B1PFEIL Posted by CLBROWN

Doc. number 19239096 Company code ARK Fiscal year 2002

Doc. date 12/31/2001 Posting date 01/11/2002 Period 07

Ref.doc. 16721

Doc.currency USD

| Item | PK | Account | Account short text | BA | Fund | Amount | Cost ctr | Text |
|------|----|------------|--------------------|------|---------|---------|----------|----------------|
| 1 | 31 | 100075795 | CLEAR MTN WATER | 0590 | | 187.40- | | Inv. No. 16721 |
| 2 | 40 | 5040003000 | Water & Sewage | 0590 | E6B0100 | 187.40 | 361700 | Inv. No. 16721 |

By double clicking on the item, the document was displayed.

Orders: Current Period / Cumulative

S_ALR_87012994

Gives current period and cumulative totals for cost elements. Includes both plan and actual.



Orders: Current Period Cumulative

- Accounting > Controlling > Internal Orders
> Information System > Reports for Internal
Orders > Plan/Actual Comparisons >
Orders: Current Period/Cumulative

Program Edit Goto Environment System Help

Orders: Current period/cumulative: Selection

Output parameters... Data source... Extract parameters...

Selection values

| | |
|------------------|------|
| Controlling area | ARK |
| Fiscal year | 2002 |
| Period | 3 |
| Plan version | 0 |

Selection groups

| | | | |
|--------------------|------------|----|------------|
| Order group | | | |
| Or value(s) | I0531001 | to | |
| Cost element group | | | |
| Or value(s) | 5010001000 | to | 5010006000 |

Select Controlling area ARK, the fiscal year and period you wish to view. Type in the internal orders and cost elements. Execute the report.

S_ALR_87012994 sapqas OVR

Report Edit Goto View Extras Settings System Help

Orders: Current Period/Cumulative

Orders: Current Period/Cumulative Date: 04/09/2002 14:26:18 Seite:

Order/Group I0531001 School Administration
Period 3
Fiscal year 2002

| Cost elements | Total plan | ActCur.Per | ActCurYear | Act.to prv | Act. cum. | Ttl |
|----------------------------------|------------|------------|------------|------------|-----------|-----|
| 5010001000 00 - Regular Salaries | 45,000.00 | 9,979.33 | 43,250.99 | | 43,250.99 | 4 |
| 5010005000 03 FICA & Medic Exp | 4,000.00 | 738.37 | 3,185.80 | | 3,185.80 | |
| 5010006000 03 Ben Ins Exp HAL | 6,000.00 | 889.93 | 5,605.44 | | 5,605.44 | |
| * Costs | 55,000.00 | 11,607.63 | 52,042.23 | | 52,042.23 | 5 |
| ** Balance | 55,000.00 | 11,607.63 | 52,042.23 | | 52,042.23 | 5 |

S_ALR_87012994 sapqas OVR

The first column lists the plan for the year. The second column lists actual costs for the period selected. The third and fifth columns list actual current year cumulative. Scroll over to see more of the report.

Report Edit Goto View Extras Settings System Help

Orders: Current Period/Cumulative

Orders: Current Period/Cumulative Date: 04/09/2002 14:26:18 Seite:

Order/Group I0531001 School Administration
Period 3
Fiscal year 2002

| Cost elements | n | ActCur.Per | ActCurYear | Act.to prv | Act. cum. | Ttl actual |
|----------------------------------|----|------------|------------|------------|-----------|------------|
| 5010001000 00 - Regular Salaries | 00 | 9,979.33 | 43,250.99 | | 43,250.99 | 43,250.99 |
| 5010005000 03 FICA & Medic Exp | 00 | 738.37 | 3,185.80 | | 3,185.80 | 3,185.80 |
| 5010006000 03 Ben Ins Exp HAL | 00 | 889.93 | 5,605.44 | | 5,605.44 | 5,605.44 |
| * Costs | 00 | 11,607.63 | 52,042.23 | | 52,042.23 | 52,042.23 |
| ** Balance | 00 | 11,607.63 | 52,042.23 | | 52,042.23 | 52,042.23 |

The last column is another total. The Act to prv column, which is now blank, will list previous year differences when more than one year is available in AASIS.

S_ALR_87012994 sapqas OVR

Orders: List: Cost Elements by Order

S_ALR_87012997


Gives plan and actual expenditures or revenues for more than one cost element per internal order.





Orders: List: Cost Elements by Order

- Accounting > Controlling > Internal Orders > Information System > Reports for Internal Orders > Plan/Actual Comparisons > List: Cost Elements by Order


Program Edit Goto Environment System Help





List: Cost elements by order: Selection

  Output parameters... Data source... Extract parameters...


Selection values

| | | |
|------------------|------|---|
| Controlling area | ARK |  |
| Fiscal year | 2002 | |
| From period | 1 | |
| To period | 12 | |
| Plan version | 0 | |

Selection groups

| | | | | |
|--------------------|------------|----|------------|---|
| Order group | | | | |
| Or value(s) | I0531001 | to | I0531011 |  |
| Cost element group | | | | |
| Or value(s) | 5010001000 | to | 5010006000 |  |

Select Controlling area ARK and the fiscal year and period. Choose the internal orders and cost elements or cost element group desired. Execute the report.



S_ALR_87012997 sapqas OVR

Report Edit Goto View Extras Settings System Help

List: Cost Elements by Order

List: Cost Elements by Order Date: 04/09/2002 14:53:56 Page: 2 / 2

Order group -I0531001..I0-Order group
Reporting period 1 - 12 2002

| Orders/cost elements | Actual | Plan | Abs. var. | Var. (%) |
|---------------------------------------|-----------|-----------|-----------|----------|
| 5010001000 00 - Regular Salaries | 43,250.99 | 45,000.00 | 1,749.01- | 3.89- |
| 5010005000 03 FICA & Medic Exp | 3,185.80 | 4,000.00 | 814.20- | 20.36- |
| 5010006000 03 Ben Ins Exp HAL | 5,605.44 | 6,000.00 | 394.56- | 6.58- |
| * I0531001 School Administration | 52,042.23 | 55,000.00 | 2,957.77- | 5.38- |
| 5010001000 00 - Regular Salaries | 39,522.88 | | 39,522.88 | |
| 5010002000 01 - Extra Help Salaries | 10,907.76 | | 10,907.76 | |
| 5010005000 03 FICA & Medic Exp | 3,757.01 | | 3,757.01 | |
| 5010006000 03 Ben Ins Exp HAL | 6,726.78 | | 6,726.78 | |
| * I0531002 Instruction Administration | 60,914.43 | | 60,914.43 | |
| 5010001000 00 - Regular Salaries | 15,994.56 | | 15,994.56 | |
| 5010002000 01 - Extra Help Salaries | 23,149.24 | | 23,149.24 | |
| 5010005000 03 FICA & Medic Exp | 2,963.81 | | 2,963.81 | |
| 5010006000 03 Ben Ins Exp HAL | 2,777.41 | | 2,777.41 | |
| * I0531003 Extension Services | 44,885.02 | | 44,885.02 | |

The report gives the actual costs, the plan (if any) and the variance in dollars and percentage. Select this report if you need to see more than one cost element at a time.

| | | | | |
|-------------------------------------|-----------|--|-----------|--|
| 5010006000 03 Ben Ins Exp HAL | 5,909.89 | | 5,909.89 | |
| * I0531006 Health Occupations | 38,042.75 | | 38,042.75 | |
| 5010001000 00 - Regular Salaries | 14,460.16 | | 14,460.16 | |
| 5010002000 01 - Extra Help Salaries | 4,380.00 | | 4,380.00 | |

S_ALR_87012997 sapqas OVR

Projects: Actual/Plan/Variance Absolute/Variance %

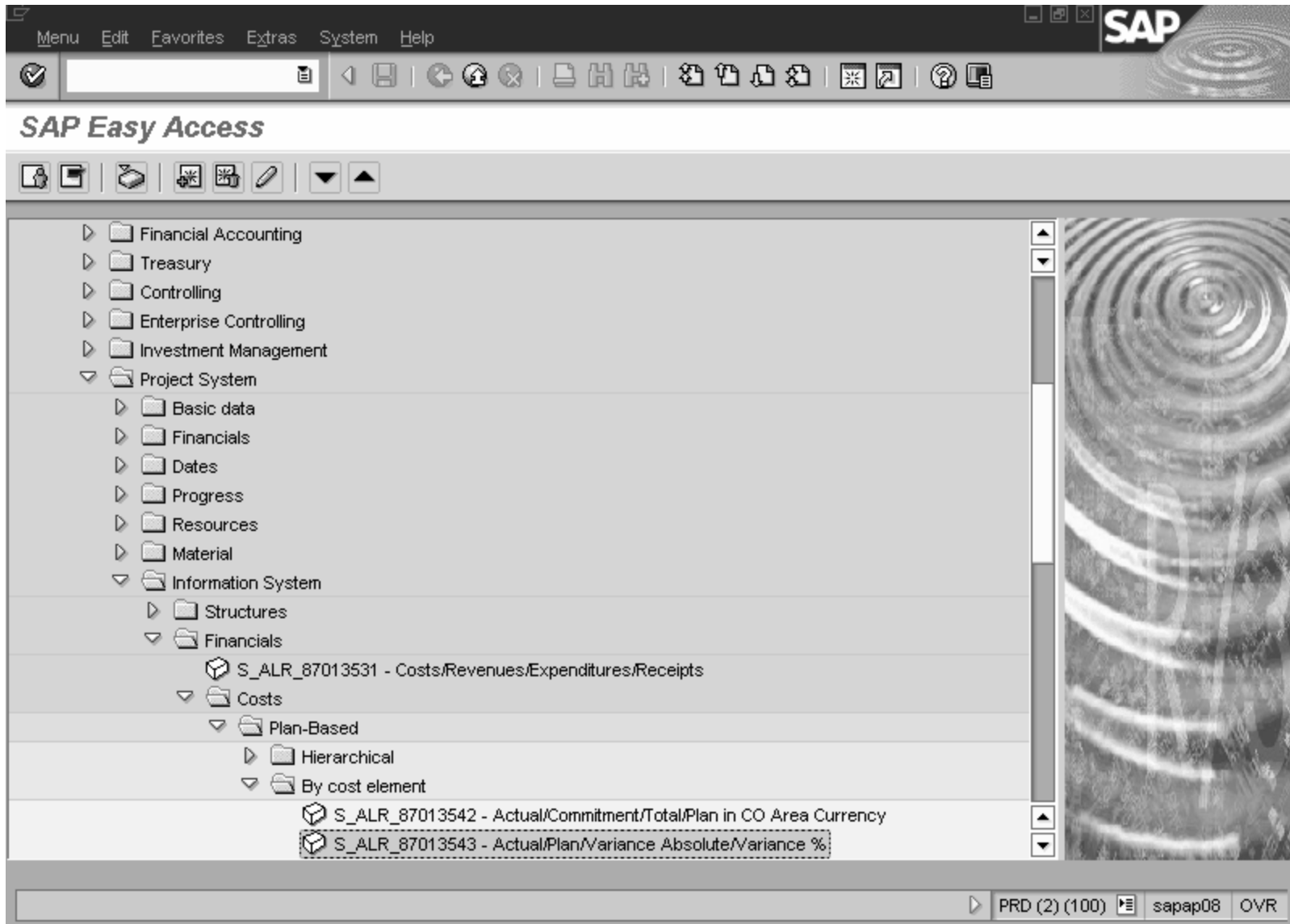
S_ALR_87013543

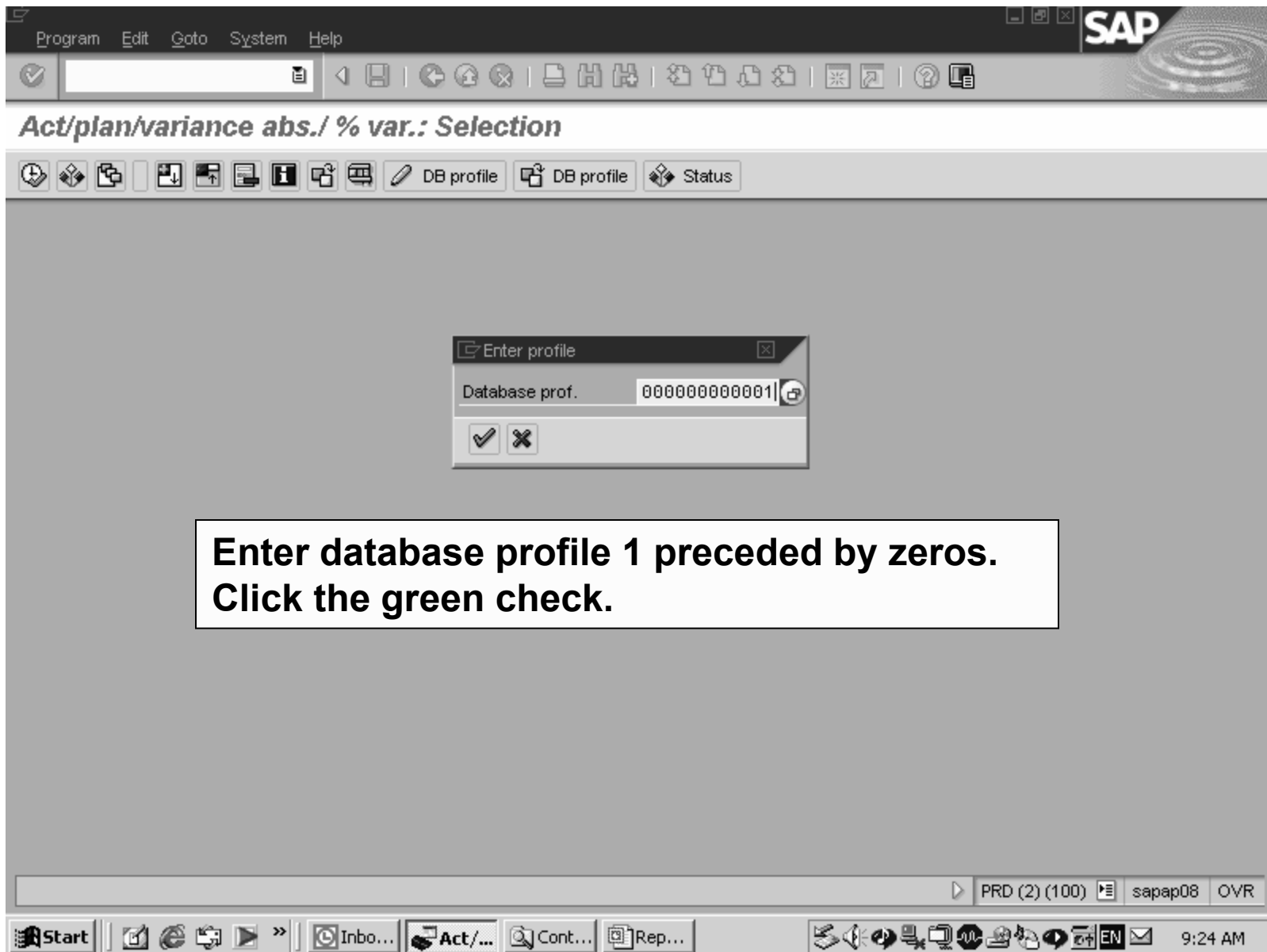
Gives plan and actual expenditures or revenues for projects by cost element.



Projects: Actual/Plan/Variance Absolute/Variance %

- Accounting > Project System > Information System > Financials > Costs > Plan Based > By Cost Element > Actual/Plan Variance Absolute/Variance %





Program Edit Goto Environment System Help

Act/plan/variance abs./ % var.: Selection

Output parameters... Data source... Extract parameters... DB profile DB profile Status

Project information system (DB profile: 000000000001)

Project F.0590.05PY0132250

WBS element to

Network/order to

Activity/operation to

Materials in network to

Selection values

| | |
|------------------|------|
| Controlling area | ARK |
| Plan version | 0 |
| From fiscal year | 2002 |
| To fiscal year | 2002 |
| From period | 1 |
| To period | 12 |

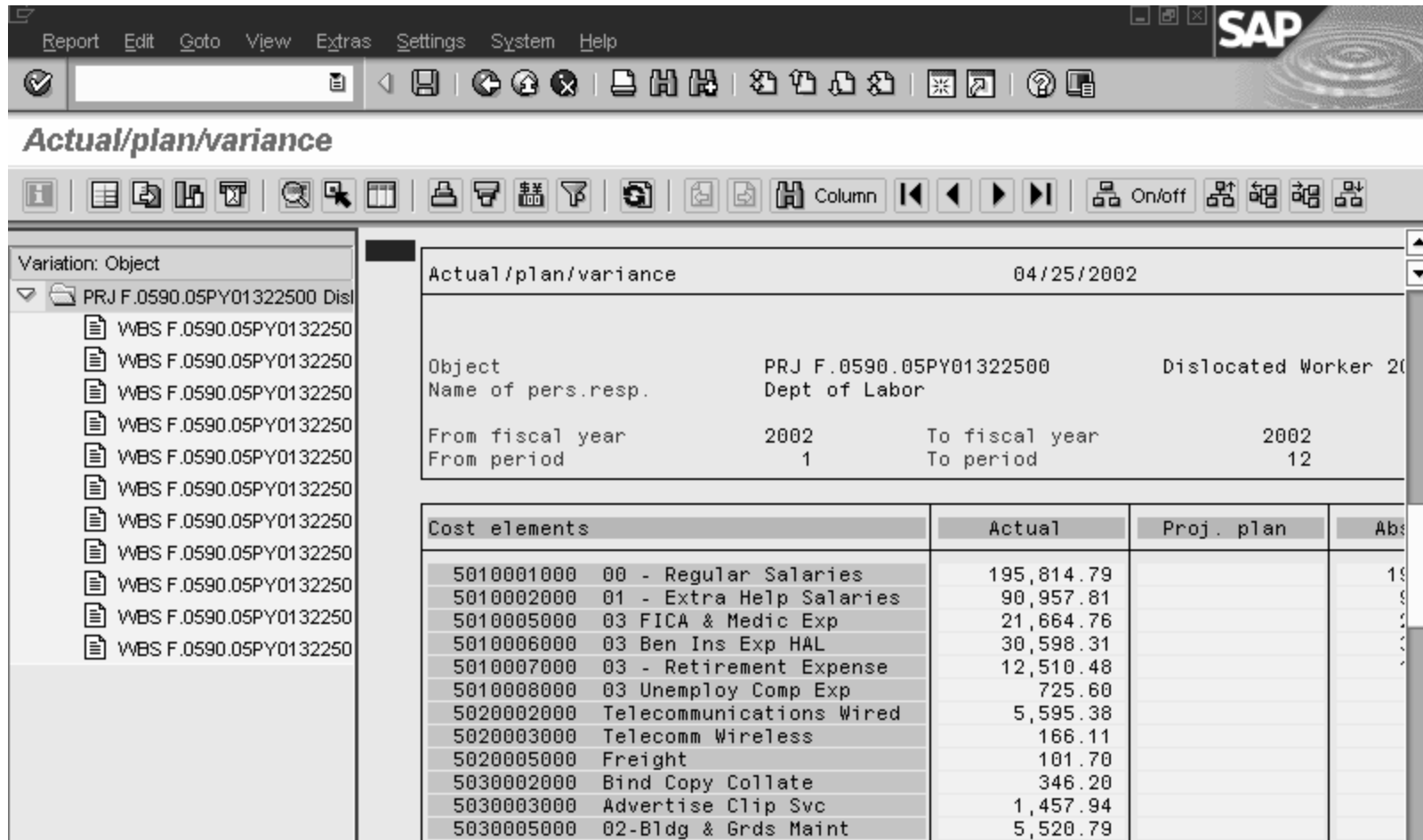
Enter selections for the Project, the Controlling area, the fiscal year, the period, and the cost element or cost element group if desired. Execute.

Selection groups

Cost element group to

Or value(s) to

PRD (2) (100) sapap08 OVR



The screenshot shows the SAP 'Actual/plan/variance' report interface. The top menu bar includes 'Report', 'Edit', 'Goto', 'View', 'Extras', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and printing. The main window is titled 'Actual/plan/variance' and displays the date '04/25/2002'.


On the left side, there is a 'Variation: Object' section with a tree view showing a list of WBS elements under the project 'PRJ F.0590.05PY01322500 Disl'. The list includes multiple instances of 'WBS F.0590.05PY0132250'.

The main area displays the report data for the selected object. It includes a header section with the following information:

- Object: PRJ F.0590.05PY01322500
- Name of pers.resp.: Dept of Labor
- From fiscal year: 2002
- From period: 1
- To fiscal year: 2002
- To period: 12

Below this header is a table with the following columns: 'Cost elements', 'Actual', 'Proj. plan', and 'Abs'. The table lists various cost elements and their corresponding financial data:

| Cost elements | Actual | Proj. plan | Abs |
|-------------------------------------|------------|------------|------------|
| 5010001000 00 - Regular Salaries | 195,814.79 | | 195,814.79 |
| 5010002000 01 - Extra Help Salaries | 90,957.81 | | 90,957.81 |
| 5010005000 03 FICA & Medic Exp | 21,664.76 | | 21,664.76 |
| 5010006000 03 Ben Ins Exp HAL | 30,598.31 | | 30,598.31 |
| 5010007000 03 - Retirement Expense | 12,510.48 | | 12,510.48 |
| 5010008000 03 Unemploy Comp Exp | 725.60 | | 725.60 |
| 5020002000 Telecommunications Wired | 5,595.38 | | 5,595.38 |
| 5020003000 Telecomm Wireless | 166.11 | | 166.11 |
| 5020005000 Freight | 101.70 | | 101.70 |
| 5030002000 Bind Copy Collate | 346.20 | | 346.20 |
| 5030003000 Advertise Clip Svc | 1,457.94 | | 1,457.94 |
| 5030005000 02-Bldg & Grds Maint | 5,520.79 | | 5,520.79 |

The report appears with the total for the project and each WBS element listed on the navigation bar on the right. You can select any WBS element by clicking on it and its financial data will be displayed on the table to the left. To turn off the navigation bar, click 

Report Edit Goto View Extras Settings System Help

Actual/plan/variance

04/25/2002 2 5

1 3

Object PRJ F.0590.05PY01322500 Dislocated Worker 20
Name of pers.resp. Dept of Labor

From fiscal year 2002 To fiscal year 2002
From period 1 To period 12

| Cost elements | Actual | Proj. plan | Abs. var. | % var. |
|--------------------------------------|------------|------------|------------|--------|
| 5010001000 00 - Regular Salaries | 195,814.79 | | 195,814.79 | |
| 5010002000 01 - Extra Help Salaries | 90,957.81 | | 90,957.81 | |
| 5010005000 03 FICA & Medic Exp | 21,664.76 | | 21,664.76 | |
| 5010006000 03 Ben Ins Exp HAL | 30,598.31 | | 30,598.31 | |
| 5010007000 03 - Retirement Expense | 12,510.48 | | 12,510.48 | |
| 5010008000 03 Unemploy Comp Exp | 725.60 | | 725.60 | |
| 5020002000 Telecommunications Wired | 5,595.38 | | 5,595.38 | |
| 5020003000 Telecomm Wireless | 166.11 | | 166.11 | |
| 5020005000 Freight | 101.70 | | 101.70 | |
| 5030002000 Bind Copy Collate | 346.20 | | 346.20 | |
| 5030003000 Advertise Clip Svc | 1,457.94 | | 1,457.94 | |
| 5030005000 02-Bldg & Grds Maint | 5,520.79 | | 5,520.79 | |
| 5030007000 Hauling & Moving Expenses | 3,950.00 | | 3,950.00 | |
| 5030008000 Office Equip Maint | | | | |

The report has the total expenditures vs. plan for the project for each cost element. Double click on any item to get line items.

Display Actual Cost Line Items for Projects

Document Master record

Display variant 1SAP Doc.Date/Object/Cost Element/Value
 Object PRJ F.0590.05PY01322500 Dislocated Worker 2001-02
 Cost element 5020003000 To 5020003000 Telecomm Wireless
 Posting date * To *

| Doc. date | DTy | Object | Cost elem. | Value COCurr | CO.Cr | Value TranCurr | TCrCy |
|------------|-----|------------------------|------------|--------------|-------|----------------|-------|
| 07/01/2001 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.53 | USD | 18.53 | USD |
| 08/01/2001 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.72 | USD | 18.72 | USD |
| 09/15/2001 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.65 | USD | 18.65 | USD |
| 11/01/2001 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.65 | USD | 18.65 | USD |
| 12/01/2001 | WBS | F.0590.05PY01322501-01 | 5020003000 | 17.00 | USD | 17.00 | USD |
| 01/01/2002 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.64 | USD | 18.64 | USD |
| 02/01/2002 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.64 | USD | 18.64 | USD |
| 03/01/2002 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.64 | USD | 18.64 | USD |
| 04/01/2002 | WBS | F.0590.05PY01322501-01 | 5020003000 | 18.64 | USD | 18.64 | USD |
| * | | F.0590.05PY01322501-01 | | 166.11 | USD | 166.11 | USD |
| ** | | | | 166.11 | USD | 166.11 | USD |

PRD (2) (100) sapap08 OVR

Line item display for the cost element selected.

Reporting in the SPL

Reporting two cost objects at the same time

If you need to see reporting for Cost Centers *and* Internal Orders, or Costs Centers *and* WBS Elements, you can use the reports in the Special Purpose Ledger.





Reporting in the SPL

Reporting two cost objects at the same time

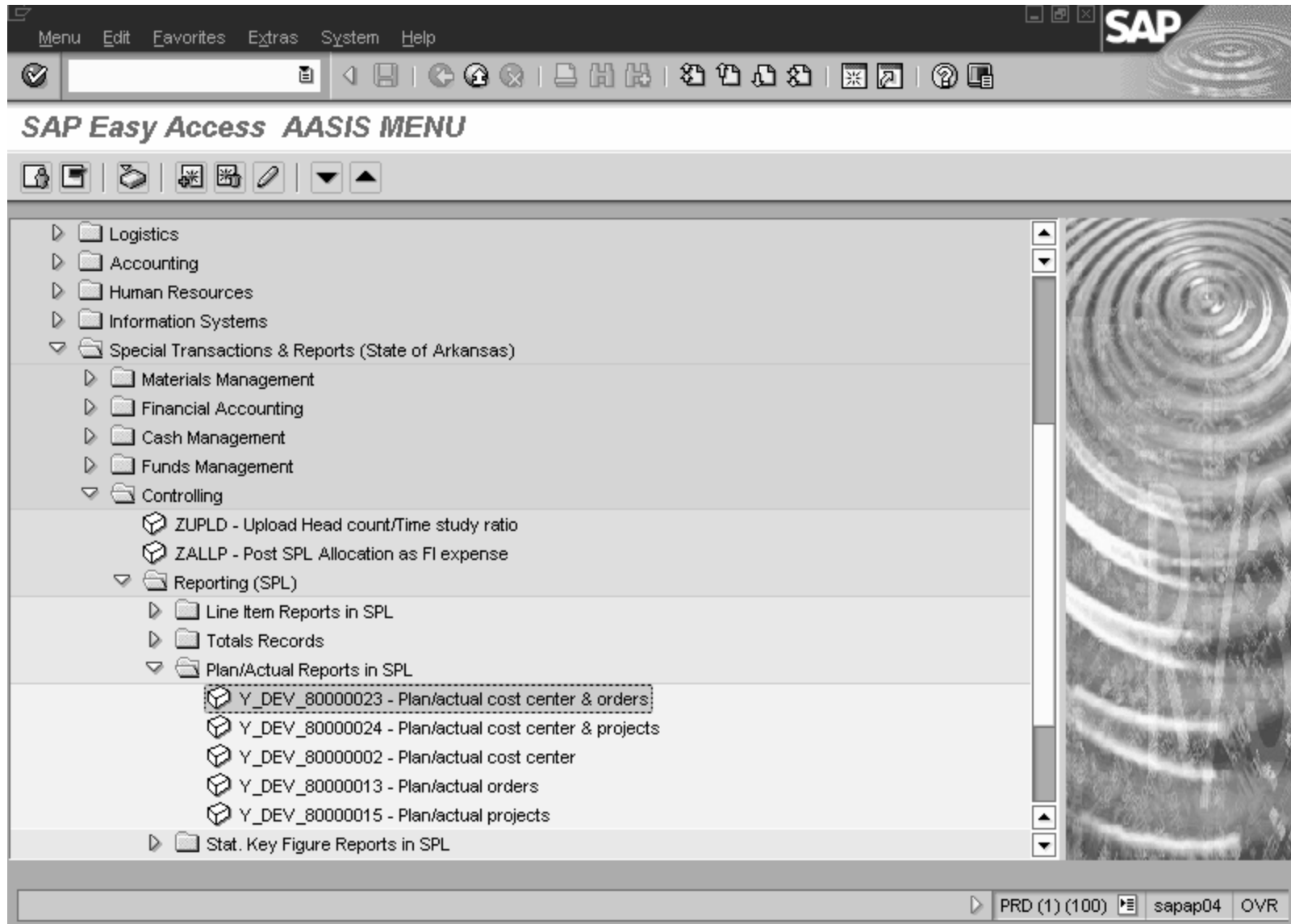
- These reports are found in the AASIS Menu. To get to that menu, type Z000 in the transaction box.
- Special Transactions & Reports (State of Arkansas) > Controlling > Reporting (SPL) > Plan/Actual Reports in SPL.
- Any cost object can be reported here. In addition, there are reports that combine two cost objects. In this example, the report will be for Cost Center and Internal Orders.

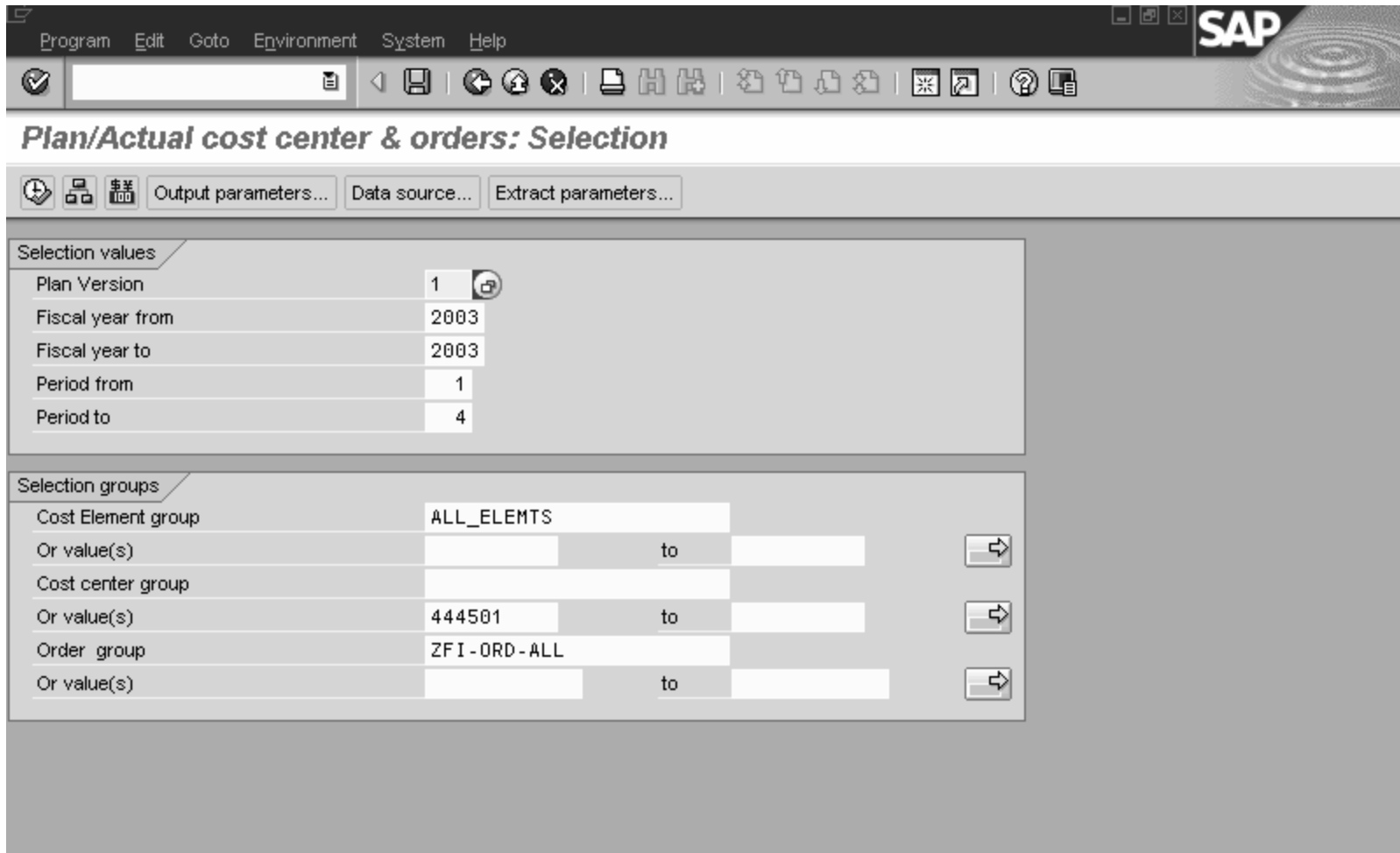


Y_DEV_80000023

Plan/Actual Cost Center and Orders


- Special Transactions & Reports (State of Arkansas) > Controlling > Reporting (SPL) > Plan/Actual Reports in SPL > Plan/Actual Cost Center and Orders









The screenshot shows the SAP 'Plan/Actual cost center & orders: Selection' screen. The interface includes a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are three buttons: 'Output parameters...', 'Data source...', and 'Extract parameters...'. The main area is divided into two sections: 'Selection values' and 'Selection groups'.

Selection values:

| | | |
|------------------|------|---|
| Plan Version | 1 |  |
| Fiscal year from | 2003 | |
| Fiscal year to | 2003 | |
| Period from | 1 | |
| Period to | 4 | |

Selection groups:

| | | | | |
|--------------------|-----------------|----|--|---|
| Cost Element group | ALL_ELEMTS | | | |
| Or value(s) | | to | |  |
| Cost center group | | | | |
| Or value(s) | 444501 | to | |  |
| Order group | ZFI - ORD - ALL | | | |
| Or value(s) | | to | |  |

Plan version is 1. Choose the fiscal year and period. Select the cost element group or cost element you wish to view. Type in the cost centers and internal orders you wish to report. Execute. 

Acc/plan/var cctr&lo

Period/Group
Cost center/Gro
Order/Group
WBS element/Gro

Lead column

| Lead column | Actual Cre | Actual Net | Plan Deb. |
|-------------------------------|------------|------------|-----------|
| 5010002000 01 Extra | | 3,376.84 | 3,38 |
| * Extra Help | | 3,376.84 | 3,38 |
| 5030005000 02-Bldg & Grds Mai | 462.54 | 462.54 | 63 |
| 5030006000 Pub Facility M&O | | | 7 |
| 5030010000 Pub Safety Eq Main | | | 5 |
| 5030011000 Ind Inst Equip Mai | | | 35 |
| 5030012000 02 - Vehicle Maint | | | 7 |
| 5040001000 Electricity | 3,703.44 | 3,703.44 | 5,67 |
| 5040011000 Other Rent & Lease | | | |
| 5070003000 Bld Contents Ins | 1,770.00 | 885.00- | 885.00 |
| 5080022000 Other Expenses Svc | 43.05 | 43.05 | 15 |
| 5090020000 02-Clothing,Rel It | | | |
| 5090021000 Linen Supplies | 368.64 | 368.64 | |
| 5090022000 02-Kit,Jan,House S | 1,143.72 | 8.98- | 1,134.74 |
| 5110002000 02 - Other Refunds | 416.05 | 416.05 | 87 |
| * Operating Expenses | 7,907.44 | 893.98- | 7,013.46 |
| 5010005000 03 FICA & Medic Ex | 258.33 | 258.33 | 26 |
| 5010008000 03 Unemploy Comp E | | | 2 |
| * Personal Serv Match | 258.33 | 258.33 | 28 |
| ** Expense Cost Elements | 11,542.61 | 893.98- | 10,648.63 |
| *** I0900031 Cabins | 11,542.61 | 893.98- | 10,648.63 |
| 5030005000 02-Bldg & Grds Mai | 666.50 | 9.57- | 656.93 |
| 5040001000 Electricity | 7,097.24 | 7,097.24 | 9,30 |

**The settings will need to be changed in order to view the entire report.
Go to Settings from the menu bar and select Report layout.**

Change Report ZFI Z-C0-OCX Layout

Standard layout: 1 - BTC2

Description: 132 x 59, text in column 1

Page/control Rows Lead column Columns Column headings Representation

Page size

Length: 59

Width: 250

Margins...

Control data

☐ Change allwvd dur exctn

☐ Print selection log

Print sequence...

Color settings

☒ Standard colors

☒ ☐ Use standard layout

Change the width to 250 and enter.

Report Edit Goto View Extras Settings System Help

Acc/plan/var cctr&lo

Variation: Period

* ZFIZ-C0-OCX Select

001 JUL

002 AUG

003 SEP

004 OCT

| Period/Group | 1..4 | | | |
|-------------------------------|-----------------|------------|--------|--|
| Cost center/Group | 444501 | | | |
| Order/Group | 1..ZZZZZZZZZZZZ | | | |
| WBS element/Group | * | | | |
| Lead column | Actual Deb | Actual Cre | Actual | |
| 5010002000 01 Extra Help Sal | 3,376.84 | | 3 | |
| * Extra Help | 3,376.84 | | 3 | |
| 5030005000 02-Bldg & Grds Mai | 462.54 | | | |
| 5030006000 Pub Facility M&O | | | | |
| 5030010000 Pub Safety Eq Main | | | | |
| 5030011000 Ind Inst Equip Mai | | | | |
| 5030012000 02 - Vehicle Maint | | | | |
| 5040001000 Electricity | 3,703.44 | | 3 | |
| 5040011000 Other Rent & Lease | | | | |
| 5070003000 Bld Contents Ins | 1,770.00 | 885.00- | | |
| 5080022000 Other Expenses Svc | 43.05 | | | |
| 5090020000 02-Clothing,Rel It | | | | |
| 5090021000 Linen Supplies | 368.64 | | | |
| 5090022000 02-Kit,Jan,House S | 1,143.72 | 8.98- | 1 | |
| 5110002000 02 - Other Refunds | 416.05 | | | |
| * Operating Expenses | 7,907.44 | 893.98- | 7 | |
| 5010005000 03 FICA & Medic Ex | 258.33 | | | |
| 5010008000 03 Unemploy Comp E | | | | |
| * Personal Serv Match | 258.33 | | | |

In this example, one cost center and all of its internal orders were selected. The report brings up the total information, and allows monthly selection, but does not allow selection by each internal order or cost center from the selection bar.

Report Edit Goto View Extras Settings System Help

Acc/plan/var cctr&lo

Period/Group 1..4
Cost center/Group 444501
Order/Group 1..ZZZZZZZZZZ
WBS element/Group *

| Lead column | Actual Deb | Actual Cre | Actual Net | Plan Deb. |
|-------------------------------|------------|------------|------------|-----------|
| 5010002000 01 Extra Help Sal | 3,376.84 | | 3,376.84 | 3,38 |
| * Extra Help | 3,376.84 | | 3,376.84 | 3,38 |
| 5030005000 02-Bldg & Grds Mai | 462.54 | | 462.54 | 63 |
| 5030006000 Pub Facility M&O | | | | 7 |
| 5030010000 Pub Safety Eq Main | | | | 5 |
| 5030011000 Ind Inst Equip Mai | | | | 35 |
| 5030012000 02 - Vehicle Maint | | | | 7 |
| 5040001000 Electricity | 3,703.44 | | 3,703.44 | 5,67 |
| 5040011000 Other Rent & Lease | | | | |
| 5070003000 Bld Contents Ins | 1,770.00 | 885.00- | 885.00 | 50 |
| 5080022000 Other Expenses Svc | 43.05 | | 43.05 | 15 |
| 5090020000 02-Clothing,Rel It | | | | |
| 5090021000 Linen Supplies | 368.64 | | 368.64 | |
| 5090022000 02-Kit,Jan,House S | 1,143.72 | 8.98- | 1,134.74 | 87 |
| 5110002000 02 - Other Refunds | 416.05 | | 416.05 | |
| * Operating Expenses | 7,907.44 | 893.98- | 7,013.46 | 8,38 |
| 5010005000 03 FICA & Medic Ex | 258.33 | | 258.33 | 26 |
| 5010008000 03 Unemploy Comp E | | | | 2 |
| * Personal Serv Match | 258.33 | | 258.33 | 28 |
| ** Expense Cost Elements | 11,542.61 | 893.98- | 10,648.63 | 12,04 |

By turning off the selection bar On/off more of the screen is visible. The report gives actual, plan, and variance of actual to plan. The plan has to be entered manually by users. Scroll over to see more of the report.

Report Edit Goto View Extras Settings System Help

Acc/plan/var cctr&lo

Period/Group 1..4
Cost center/Group 444501
Order/Group 1..ZZZZZZZZZZ
WBS element/Group *

| Lead column | Plan Cre. | Plan Net | Abs. var. | Var. % |
|-------------------------------|-----------|-----------|-----------|---------|
| 5010002000 01 Extra Help Sal | | 3,384.00 | 7.16- | 0.21- |
| * Extra Help | | 3,384.00 | 7.16- | 0.21- |
| 5030005000 02-Bldg & Grds Mai | | 635.00 | 172.46- | 27.16- |
| 5030006000 Pub Facility M&O | | 75.00 | 75.00- | 100.00- |
| 5030010000 Pub Safety Eq Main | | 50.00 | 50.00- | 100.00- |
| 5030011000 Ind Inst Equip Mai | | 350.00 | 350.00- | 100.00- |
| 5030012000 02 - Vehicle Maint | | 75.00 | 75.00- | 100.00- |
| 5040001000 Electricity | | 5,675.00 | 1,971.56- | 34.74- |
| 5040011000 Other Rent & Lease | | | | |
| 5070003000 Bld Contents Ins | | 500.00 | 385.00 | 77.00 |
| 5080022000 Other Expenses Svc | | 150.00 | 106.95- | 71.30- |
| 5090020000 02-Clothing,Rel It | | | 368.64 | |
| 5090021000 Linen Supplies | | | 259.74 | 29.68 |
| 5090022000 02-Kit,Jan,House S | | 875.00 | 416.05 | |
| 5110002000 02 - Other Refunds | | | | |
| * Operating Expenses | | 8,385.00 | 1,371.54- | 16.36- |
| 5010005000 03 FICA & Medic Ex | | 260.00 | 1.67- | 0.64- |
| 5010008000 03 Unemploy Comp E | | 20.00 | 20.00- | 100.00- |
| * Personal Serv Match | | 280.00 | 21.67- | 7.74- |
| ** Expense Cost Elements | | 12,049.00 | 1,400.37- | 11.62- |
| *** I0900031 Cabins | | 12,049.00 | 1,400.37- | 11.62- |

The other columns of the report are displayed. Note that both debits, credits, and net values of both the plan and actual are displayed. The report calculates the difference between the net plan and the net actual.

Report Edit Goto View Extras Settings System Help

Acc/plan/var cctr&lo

| | | | | | |
|------------|--------------------|-----------|-----------|-----------|-----------|
| 5010002000 | 01 Extra Help Sal | 40,910.33 | 680.00- | 40,230.33 | 42,540.00 |
| 5020001000 | Postage | 45.18 | | 45.18 | 600.00 |
| 5020002000 | Telecomm Wired | 3,638.05 | | 3,638.05 | 5,670.00 |
| 5020003000 | Telecomm Wireless | 321.07 | | 321.07 | |
| 5020004000 | Network Services E | 69.00 | | 69.00 | 75.00 |
| 5020005000 | Freight | 314.06 | 0.25- | 313.81 | 245.00 |
| 5030001000 | Printing | 148.53 | 0.97- | 147.56 | 25.00 |
| 5030002000 | Bind Copy Collate | | | | 200.00 |
| 5030003000 | Advertise Clip Svc | 180.00 | | 180.00 | 1,400.00 |
| 5030004000 | Film Processing | | | | 80.00 |
| 5030005000 | 02-Bldg & Grds Mai | 8,023.46 | 35.90- | 7,987.56 | 6,542.08 |
| 5030006000 | Pub Facility M&O | 200.00 | | 200.00 | 366.67 |
| 5030008000 | Office Equip Maint | | | | 201.67 |
| 5030010000 | Pub Safety Eq Main | 38.56 | | 38.56 | 1,010.00 |
| 5030011000 | Ind Inst Equip Mai | 96.86 | 1.80- | 95.06 | 1,000.00 |
| 5030012000 | 02 - Vehicle Maint | 1,353.32 | 0.02- | 1,353.30 | 2,820.83 |
| 5030014000 | Mar Avi Equip Main | 9,887.06 | 65.04- | 9,822.02 | 1,750.00 |
| 5030018000 | Oth Repair Service | 431.37 | 0.80- | 430.57 | |
| 5040001000 | Electricity | 36,201.40 | | 36,201.40 | 35,025.00 |
| 5040003000 | Water & Sewage | 628.88 | | 628.88 | 750.00 |
| 5040004000 | Natural Gas Propan | | | | 150.00 |
| 5040007000 | Rent of Office Equ | 223.92 | | 223.92 | 591.00 |
| 5040009000 | Rent Transportatio | | | | 100.00 |
| 5040011000 | Other Rent & Lease | 150.00 | | 150.00 | 50.00 |
| 5050001000 | 02 - Mileage | 75.40 | | 75.40 | |
| 5050003000 | 02 Meals & Lodging | 127.75 | | 127.75 | |
| 5050013000 | 02 Other Travel Ex | | | | 550.00 |
| 5070002000 | Vehicle Insurance | | | | 1,250.00 |
| 5070003000 | Bld Contents Ins | 10,984.00 | 5,492.00- | 5,492.00 | 2,470.00 |

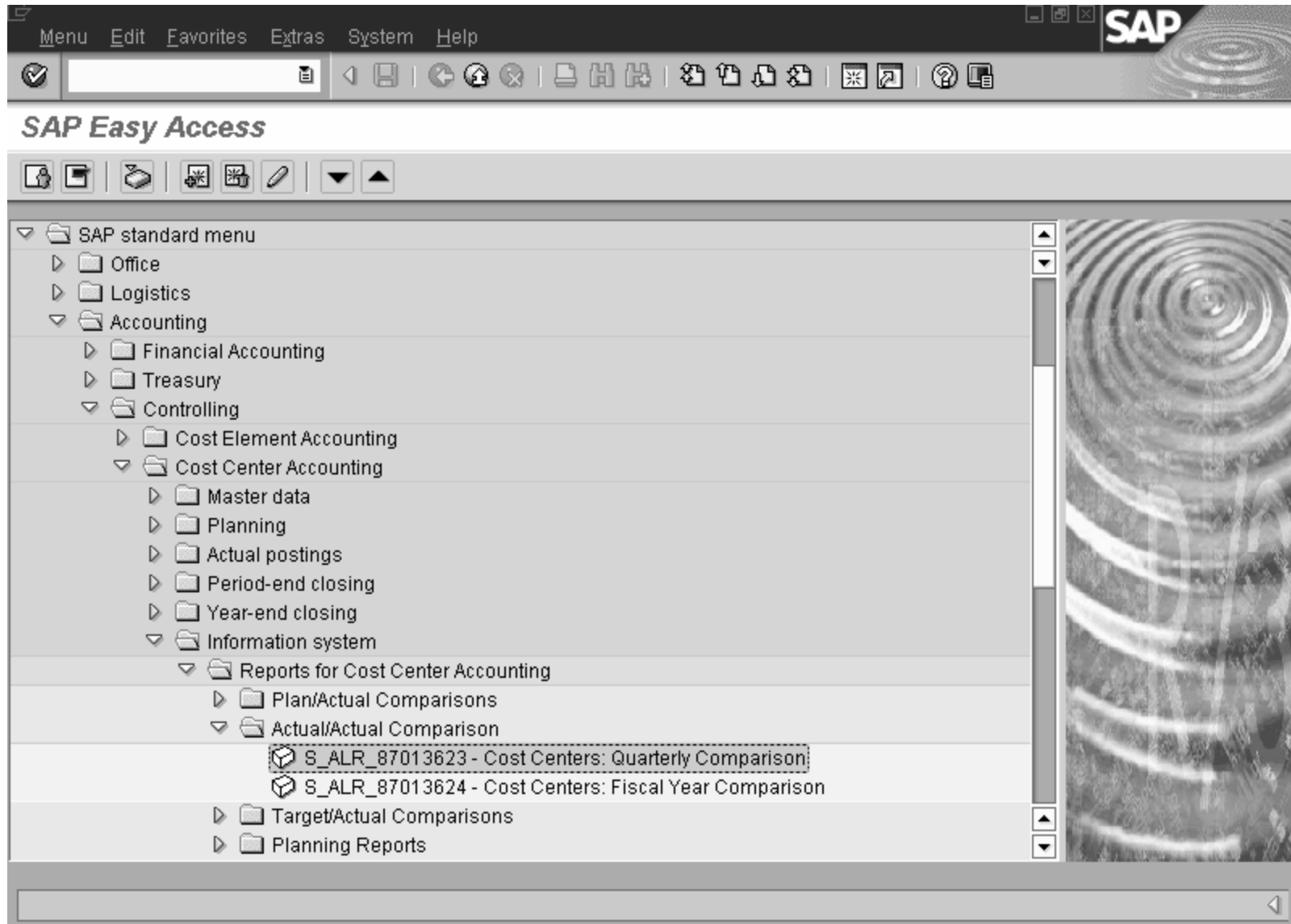
A section at the bottom of the report lists total costs by general ledger account.

Actual vs. Actual Reports

- These reports compare actual to actual expenditures by cost center and cost element
- These can be comparisons to other accounting periods or other fiscal years (when more than one year is available in AASIS).

Cost Centers: Quarterly Comparisons

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting >
Actual / Actual Comparisons > Cost
Centers: Quarterly Comparisons
- S_ALR_87013623



Program Edit Goto Environment System Help

SAP

Cost Centers: Quarterly comparison: Selection

Output parameters... Data source... Extract parameters...

Selection values

| | |
|------------------|------|
| Controlling area | ark |
| Fiscal Year | 2002 |

Selection groups

| | | | |
|--------------------|---------|----|--------|
| Cost center group | | | |
| Or value(s) | 361700 | to | 361750 |
| Cost element group | 5020002 | | |
| Or value(s) | | to | |

Type in ARK for controlling area and the fiscal year. Enter cost centers or cost center groups, and cost elements or cost element groups. Execute.

Report Edit Goto View Extras Settings System Help

Cost centers: quarterly comparison

| Cost elements | 1st qtr | 2nd qtr | 3rd qtr | 4th qtr | Total year |
|----------------------------|-----------|-----------|-----------|-----------|------------|
| 5020001000 Postage | 1,000.00 | 20,227.00 | | 8,000.00 | 29,227. |
| 5020002000 Telecomm Wired | 4,529.63 | 3,918.28 | 6,723.69 | 1,150.40 | 16,322. |
| 5020003000 Telecomm Wirele | 176.28 | 21.94 | | | 198. |
| 5020005000 Freight | 21,522.74 | 56,920.69 | 35,089.22 | 1,992.02 | 115,524. |
| 5030001000 Printing | 1,764.74 | | 4,956.42 | | 6,721. |
| 5030003000 Advertise Clip | | | | 310.50 | 310. |
| 5030005000 02-Bldg & Grds | 4,022.60 | 2,122.32 | 807.39 | 4,065.00 | 11,017. |
| 5030007000 Hauling & Movin | 48,750.27 | 2,705.57 | 100.00 | | 51,555. |
| 5030008000 Office Equip Ma | 3,418.48 | 3,872.24 | 5,285.83 | | 12,576. |
| 5030009000 Telephone Repai | | | 11,995.31 | 175.00 | 12,170. |
| 5030011000 Ind Inst Equip | 939.07 | 1,592.87 | 333.38 | | 2,865. |
| 5030012000 02 - Vehicle Ma | 2,352.23 | 2,360.90 | 5,157.61 | 565.30 | 10,436. |
| 5030016000 DP Equip Maint | 85.30 | | | | 85. |
| 5030018000 Oth Repair Serv | 216.98 | 1,960.17 | | | 2,177. |
| 5040001000 Electricity | 6,335.23 | 1,925.48 | 1,894.00 | | 10,154. |
| 5040003000 Water & Sewage | 1,462.91 | 1,306.09 | 970.67 | 364.44 | 4,104. |
| 5040004000 Natural Gas Pro | | 43.48 | 2,340.39 | | 2,383. |
| 5040005000 Rent of Facilit | 14,058.05 | 75.00 | 95,460.92 | 11,948.24 | 121,542. |
| 5040007000 Rent of Office | 8,386.25 | 7,325.80 | 7,706.82 | 1,654.64 | 25,163. |

The report gives quarterly totals by cost element for the cost centers selected.

Projects: Actual: Period Comparison

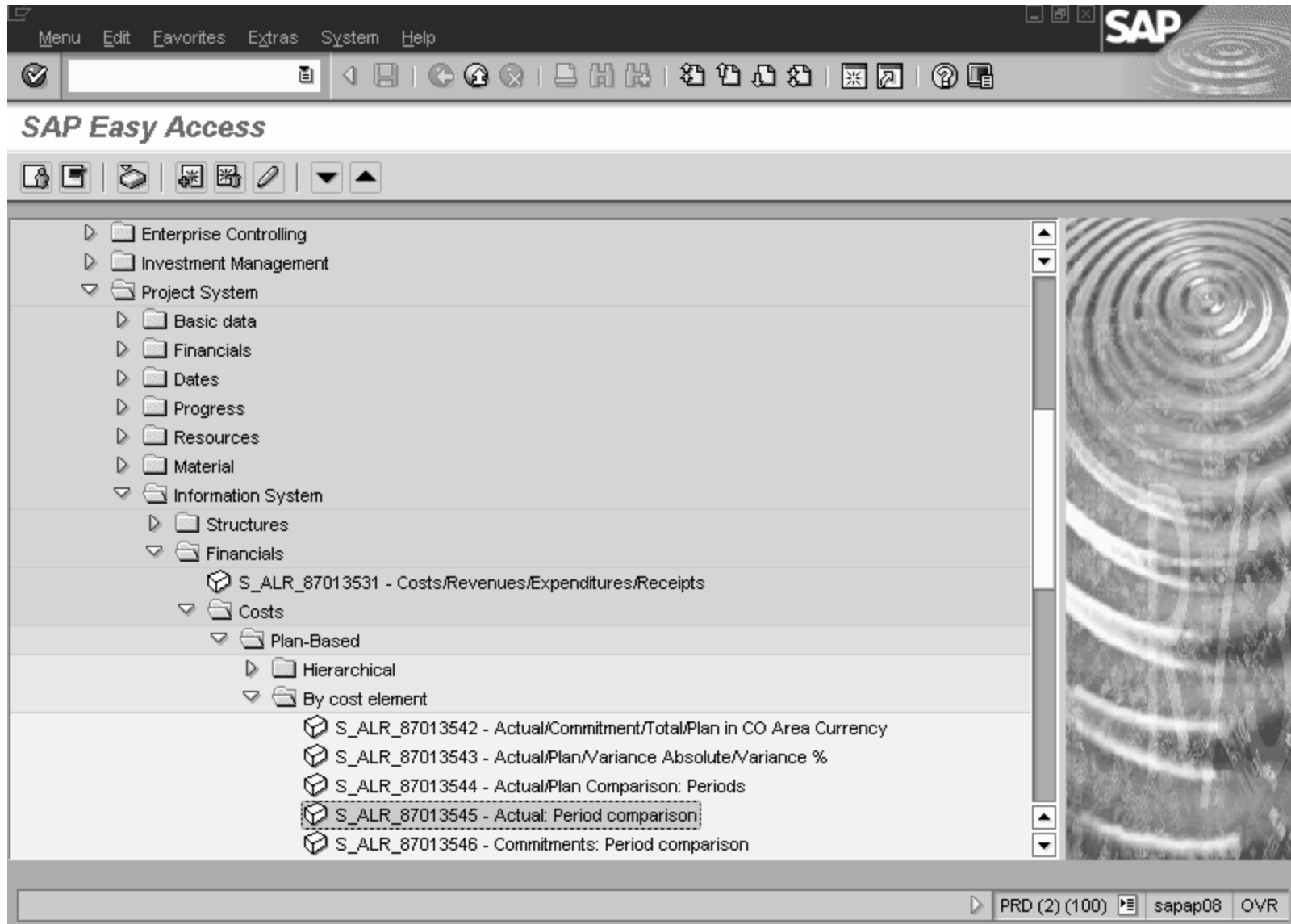
S_ALR_87013545

Gives plan and actual expenditures or revenues for projects by cost element and period.



Projects: Actual Period Comparison

- Accounting > Project System > Information System > Financials > Costs > Plan Based > By Cost Element > Actual Period Comparison



Program Edit Goto Environment System Help

Actual: Period comparison: Selection

Output parameters... Data source... Extract parameters... DB profile DB profile Status

Project information system (DB profile: 000000000001)

Project F.0590.05PY013225... to

WBS element to

Network/order to

Activity/operation to

Materials in network to

Selection values

Controlling area ark

Fiscal year 2002

Selection groups

Cost element group to

Or value(s) to

Enter selections for the Project, the Controlling area, the fiscal year, and the cost element or cost element group if desired. Execute.

sapap08 OVR

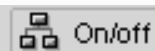
Report Edit Goto View Extras Settings System Help

Actual: period comp.

04/25/2002

Object PRJ F.0590.05PY01322500 Dislocated Worker 2
Name of pers.resp. Dept of Labor
Fiscal year 2002

| Cost elements | Period 1 | Period 2 | Period 3 |
|--------------------------------------|-----------|-----------|-----------|
| 5010001000 00 - Regular Salaries | 14,645.09 | 19,246.23 | 19,977.08 |
| 5010002000 01 - Extra Help Salaries | 9,458.43 | 12,726.76 | 11,407.03 |
| 5010005000 03 FICA & Medic Exp | 1,819.94 | 2,446.93 | 2,327.15 |
| 5010006000 03 Ben Ins Exp HAL | 3,735.23 | 3,749.57 | 1,710.48 |
| 5010007000 03 - Retirement Expense | | | |
| 5010008000 03 Unemploy Comp Exp | | | |
| 5020002000 Telecommunications Wired | | 750.93 | 603.49 |
| 5020003000 Telecomm Wireless | 18.53 | 18.72 | |
| 5020005000 Freight | | | 94.75 |
| 5030002000 Bind Copy Collate | | | |
| 5030003000 Advertise Clip Svc | | | |
| 5030005000 02-Bldg & Grds Maint | 376.85 | 680.00 | 505.00 |
| 5030007000 Hauling & Moving Expenses | | | |

The report appears with the total for the project and each WBS element listed on the navigation bar on the right. You can select any WBS element by clicking on it and its financial data will be displayed on the table to the left. To turn off the navigation bar, click 

Report Edit Goto View Extras Settings System Help

Actual: period comp.

04/25/2002 2 3

1 2

Object PRJ F.0590.05PY01322500 Dislocated Worker 20
Name of pers.resp. Dept of Labor
Fiscal year 2002

| Cost elements | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| 5010001000 00 - Regular Salaries | 14,645.09 | 19,246.23 | 19,977.08 | 28,269.22 | 18,846.17 |
| 5010002000 01 - Extra Help Salaries | 9,458.43 | 12,726.76 | 11,407.03 | 17,512.00 | 8,493.96 |
| 5010005000 03 FICA & Medic Exp | 1,819.94 | 2,446.93 | 2,327.15 | 3,467.11 | 2,059.98 |
| 5010006000 03 Ben Ins Exp HAL | 3,735.23 | 3,749.57 | 1,710.48 | 5,368.30 | 7,058.77 |
| 5010007000 03 - Retirement Expense | | | | | 1,130.77 |
| 5010008000 03 Unemploy Comp Exp | | | | | |
| 5020002000 Telecommunications Wired | | 750.93 | 603.49 | 859.37 | 637.00 |
| 5020003000 Telecomm Wireless | 18.53 | 18.72 | | 18.65 | 18.65 |
| 5020005000 Freight | | | 94.75 | | |
| 5030002000 Bind Copy Collate | | | | | 346.20 |
| 5030003000 Advertise Clip Svc | | | | | |
| 5030005000 02-Bldg & Grds Maint | 376.85 | 680.00 | 505.00 | 600.00 | 440.00 |
| 5030007000 Hauling & Moving Expenses | | | | | |

PRD (2) (100) sapap08 OVR

The report gives expenditures for each cost element by period. Scroll right to view the rest of the report.

Line Item Reports

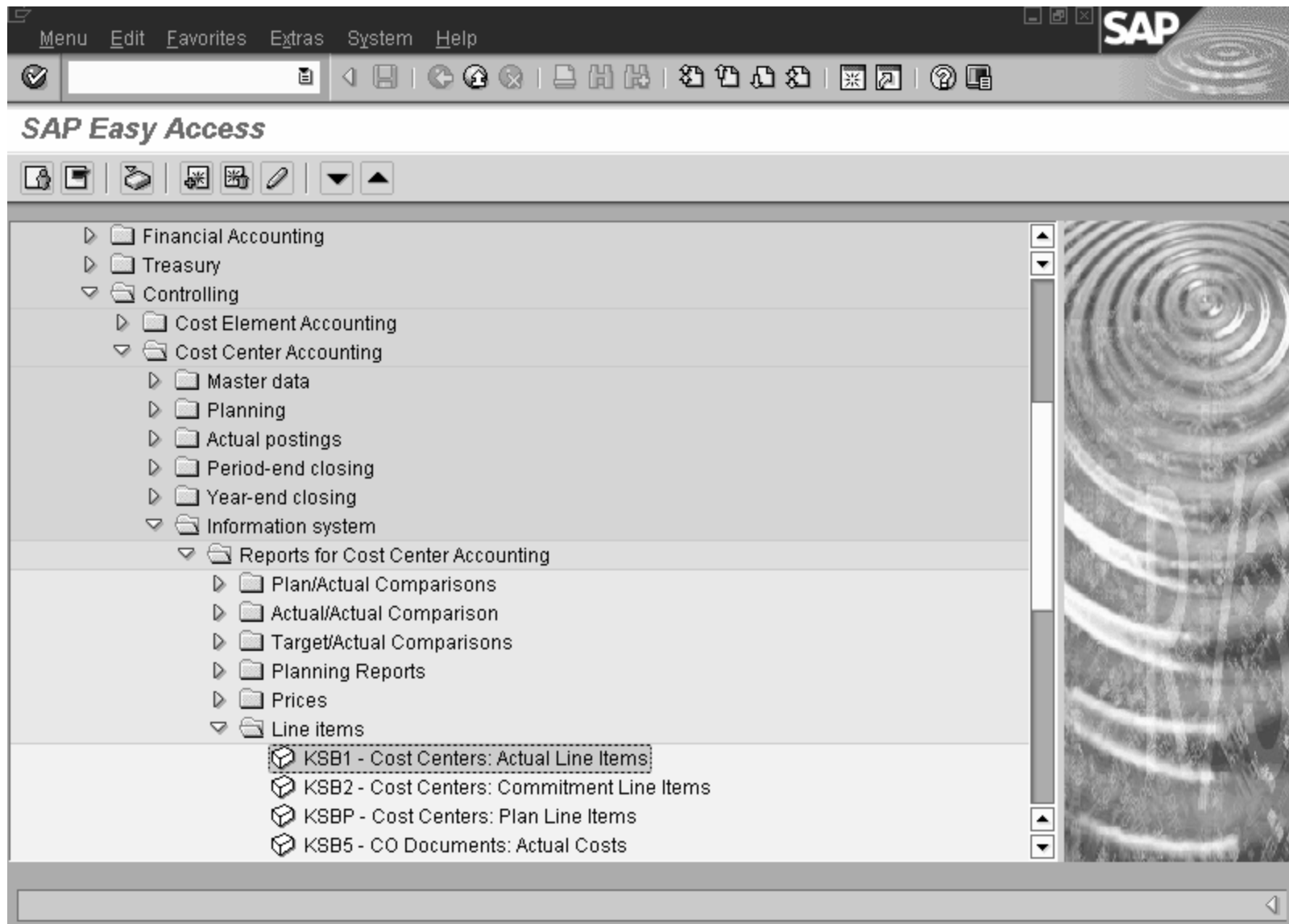
- These reports show the line items that make up the totals for each cost element.
- These can be for plans, commitments, or actual expenditures.
- The cost center line item reports are shown here; however these are also available for Internal Orders and WBS Elements.

Cost Center Line Item Reporting

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items

Cost Centers: Actual Line Items

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items > Cost Centers: Actual Line Items
- KSB1



Program Edit Goto Extras System Help

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further selection criteria...

Cost center 361700 to

Or

Cost center group

Cost element to

Or

Cost element group 5020002

Posting data

Posting date 04/01/2002 to 04/30/2002

Settings

Display variant /DWE ADDED Expenditures subtotaled by Doc

Further settings...

Type in the cost center or cost center groups, the cost elements or cost element groups, the posting date that you wish to view, and a variant if you have one. Execute.

SAP

List Edit Goto Settings Extras Environment System Help

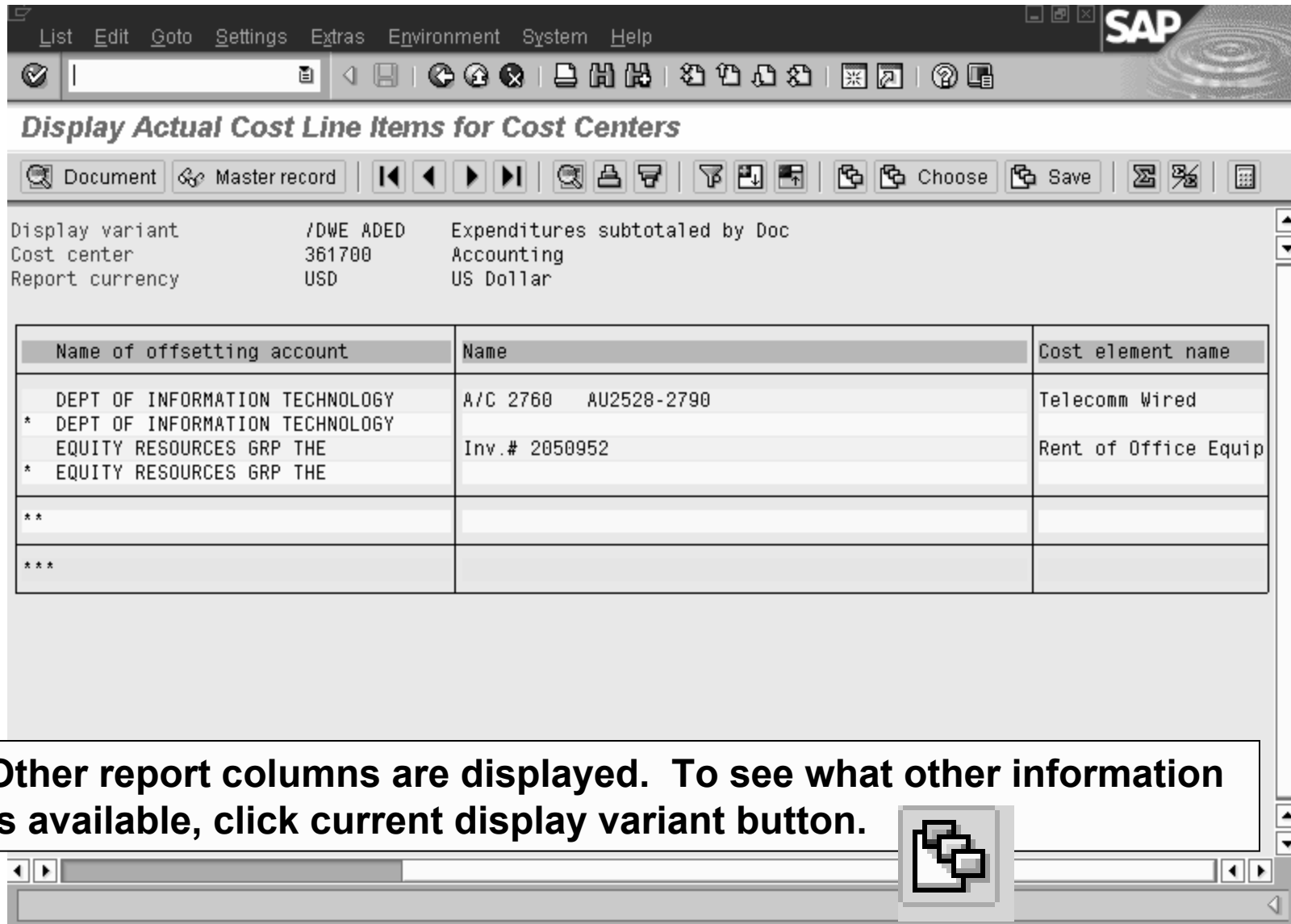
Display Actual Cost Line Items for Cost Centers

Document Master record

Display variant /DWE ADED Expenditures subtotaled by Doc
Cost center 361700 Accounting
Report currency USD US Dollar

| Postg da | Object | Cost elem. | Val.in rep.cur. | Name of offsetting account | Name |
|----------|--------|------------|-----------------|--------------------------------|----------------------|
| 04032002 | 361700 | 5020002000 | 654.42 | DEPT OF INFORMATION TECHNOLOGY | A/C 2760 AU2528-2790 |
| * | 361700 | | 654.42 | DEPT OF INFORMATION TECHNOLOGY | |
| 04122002 | 361700 | 5040007000 | 414.54 | EQUITY RESOURCES GRP THE | Inv.# 2050952 |
| * | 361700 | | 414.54 | EQUITY RESOURCES GRP THE | |
| ** | 361700 | | 1,068.96 | | |
| *** | | | 1,068.96 | | |

The report is displayed. Scroll over to see more data.



Display Actual Cost Line Items for Cost Centers

Document Master record

Display variant /DWE ADED Expenditures subtotaled by Doc
 Cost center 361700 Accounting
 Report currency USD US Dollar

| Name of offsetting account | Name | Cost element name |
|----------------------------------|----------------------|----------------------|
| DEPT OF INFORMATION TECHNOLOGY | A/C 2760 AU2528-2790 | Telecomm Wired |
| * DEPT OF INFORMATION TECHNOLOGY | Inv.# 2050952 | Rent of Office Equip |
| EQUITY RESOURCES GRP THE | | |
| * EQUITY RESOURCES GRP THE | | |
| ** | | |
| *** | | |

Other report columns are displayed. To see what other information is available, click current display variant button.

Define Display Variant: Expenditures subtotaled by Doc

Line 1 Line 2 Line 3

Line 1

| Column content | Pos. | Length | |
|-----------------------------|------|--------|-------------------------------------|
| Posting date | 1 | 8 | |
| Object | 2 | 8 | |
| Cost element | 3 | 10 | |
| Val.in rep.cur. | 4 | 15 | <input checked="" type="checkbox"/> |
| Name of offsetting accou... | 5 | 35 | |
| Name | 6 | 50 | |
| Cost element name | 7 | 20 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

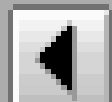
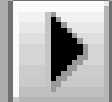
Line width 157

All fields

| Col. content | Lgth. |
|-----------------|-------|
| Document number | 10 |
| Posting row | 3 |
| Fiscal year | 4 |
| Version | 3 |
| Transaction | 5 |
| Time created | 21 |
| Object type | 3 |
| Period from | 3 |
| To period | 3 |
| Document date | 10 |
| Value COCurr | 21 |
| Created on | 10 |

Navigation icons: < > << >>

The left side has the columns that are displayed, the right side has columns that are hidden. Select an item and use the arrow buttons to move it to the other side.



Define Display Variant: Expenditures subtotaled by Doc

Line 1 Line 2 Line 3

All fields

| Column content | Pos. | Length | |
|-----------------------------|------|--------|-------------------------------------|
| Posting date | 1 | 8 | |
| Object | 2 | 8 | |
| Cost element | 3 | 10 | |
| Val.in rep.cur. | 4 | 15 | <input checked="" type="checkbox"/> |
| Name of offsetting accou... | 5 | 35 | |
| Name | 6 | 50 | |
| Cost element name | 7 | 20 | |
| Document date | 8 | 10 | |

Hidden fields

| Col. content | Lgth. |
|----------------------|-------|
| Value COCurr | 21 |
| Created on | 10 |
| User | 12 |
| Ref.document type | 2 |
| Ref. document number | 10 |
| Ref. company code | 4 |
| Ref. fiscal year | 4 |
| Document type | 6 |
| Original bus. trans | 5 |

Line width 168

List width 168

Copy

Copy

In this example, document date was added. Click the copy button to display the new variant.

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master record

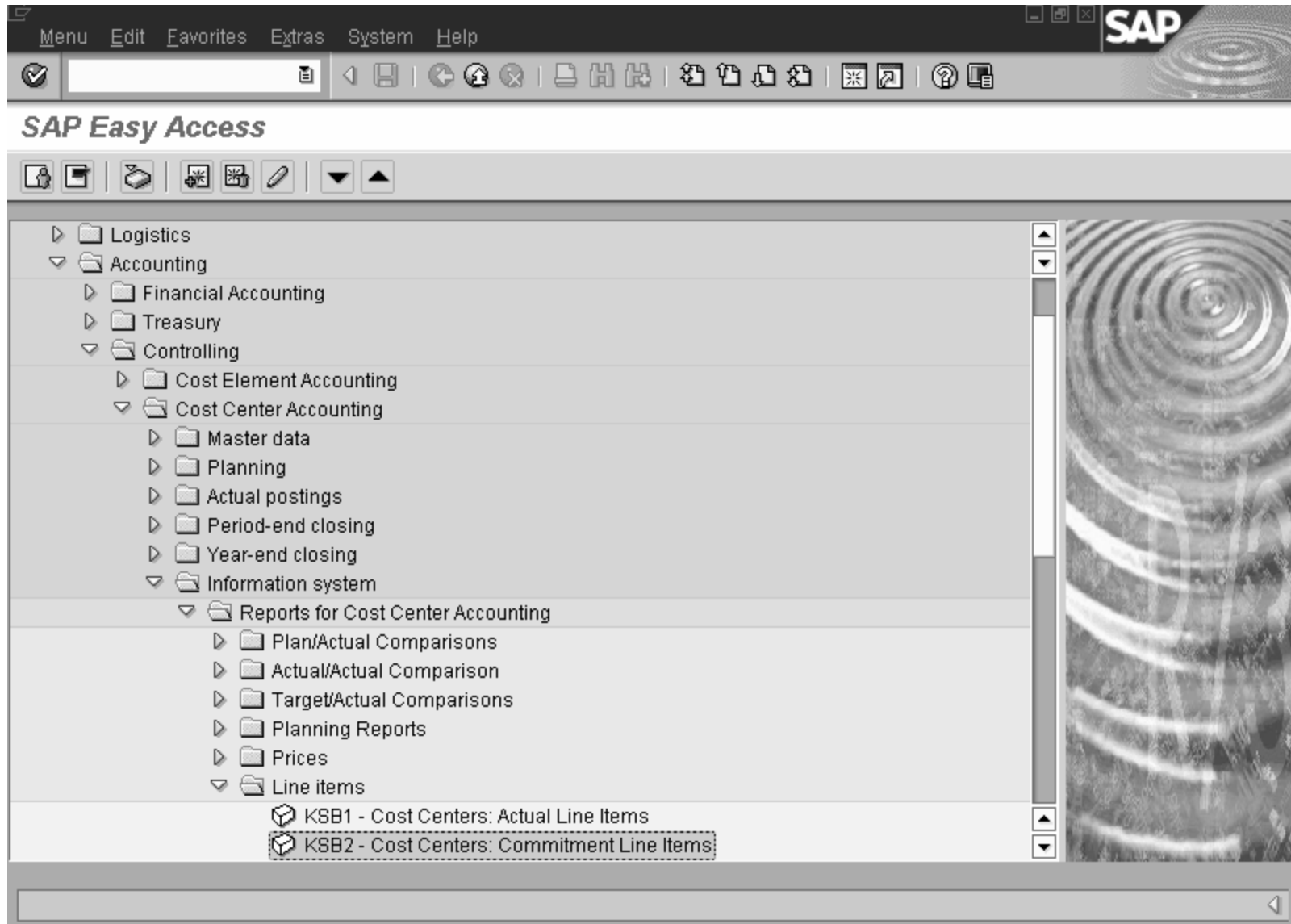
Display variant /DWE ADED Expenditures subtotaled by Doc
Cost center 361700 Accounting
Report currency USD US Dollar

| setting account | Name | Cost element name | Doc. date |
|------------------------|----------------------|----------------------|------------|
| FORMATION TECHNOLOGY | A/C 2760 AU2528-2790 | Telecomm Wired | 03/21/2002 |
| * FORMATION TECHNOLOGY | | | |
| URCES GRP THE | Inv.# 2050952 | Rent of Office Equip | 04/10/2002 |
| * URCES GRP THE | | | |
| ** | | | |

The additional column was added.

Cost Centers: Commitment Line Items

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items > Cost Centers: Commitment Line
Items
- KSB2



Program Edit Goto System Help

Display Commitment Line Items for Cost Centers : Initial Screen

Cost center to

Or

Cost center group

Cost element to

Or

Cost element group

Posting data

Expected debit date

☐ Open items only

Settings

Display variant

When this box pops up, type in ARK and green check.

Set controlling area

Controlling area ☒

☒ ☐ ☐

Start | | | | | | | | | | | | | | 8:19 AM

Program Edit Goto Extras System Help

SAP

Display Commitment Line Items for Cost Centers : Initial Screen

Further selection criteria...

Cost center 351210 to

Or

Cost center group

Cost element to

Or

Cost element group 5020002

Posting data


Expected debit date 04/01/2002 to 04/30/2002

☐ Open items only

Settings

Displ

Type in the cost centers or cost center group and cost elements or cost element group. Select a date range. Execute the report.



SAP

List Edit Goto Settings Extras Environment System Help

Display Commitment Line Items for Cost Centers

Document Master record

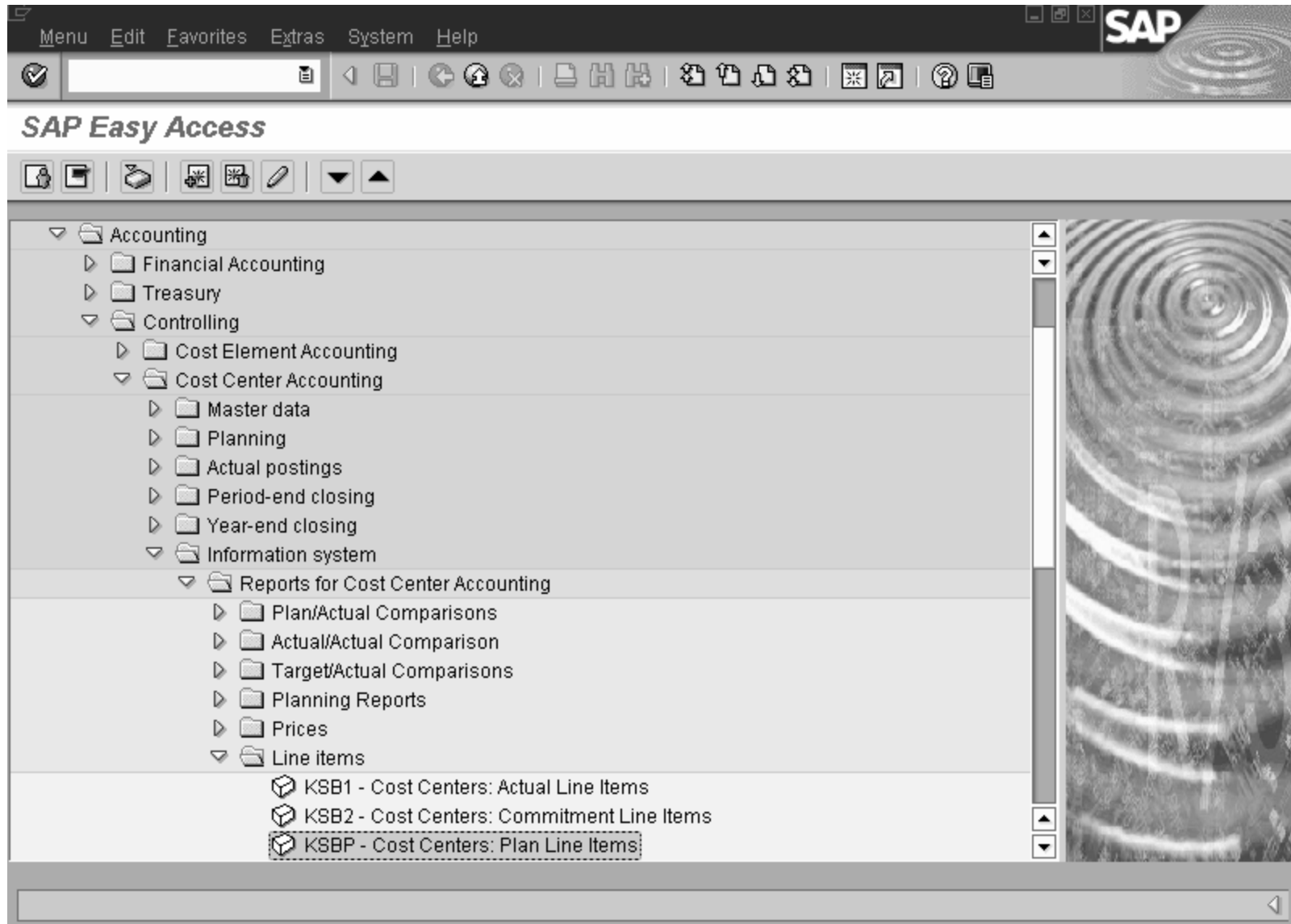
Display variant 1SAP Cost center, cost element, ref. document
Cost center 351210 Food Service 6R
Report currency USD US Dollar

| Cost elem. | Val.in rep.cur. | Total quantity | UM | Vendor | RefDocNo | RfItm | Debit date |
|--------------|-----------------|----------------|----|-----------|------------|-------|------------|
| 5090019000 | 0.00 | | | 100001587 | 4500080093 | 110 | 04/10/2002 |
| 5090019000 | 0.00 | | | 100001587 | 4500080093 | 120 | 04/10/2002 |
| 5090019000 | 0.00 | | | 100001587 | 4500080093 | 130 | 04/10/2002 |
| 5090019000 | 0.00 | | | 100001587 | 4500080093 | 140 | 04/10/2002 |
| * 5090019000 | 1,873.19 | 61 | CS | | | | |
| | | 72 | EA | | | | |
| | | 117.720 | LB | | | | |
| 5090022000 | 0.00 | 0 | CS | 100001812 | 4500081503 | 10 | 04/08/2002 |
| 5090022000 | 0.00 | 0 | CS | 100001812 | 4500081503 | 20 | 04/08/2002 |
| 5090022000 | 0.00 | 0 | CS | 100001812 | 4500081503 | 30 | 04/08/2002 |
| 5090022000 | 0.00 | 0 | CS | 100001812 | 4500081503 | 40 | 04/08/2002 |
| 5090022000 | 0.00 | 0 | CS | 100001812 | 4500081503 | 50 | 04/08/2002 |
| * 5090022000 | 0.00 | 0 | CS | | | | |
| ** 351210 | 1,998.19 | 61 | CS | | | | |
| | | 74 | EA | | | | |
| | | 117.720 | LB | | | | |

Line item commitments are displayed and totaled by cost element.

Cost Centers: Plan Line Items

- Accounting > Controlling > Cost Center
Accounting > Information System >
Reports for Cost Center Accounting > Line
Items > Cost Centers: Plan Line Items
- KSBP



Program Edit Goto Extras System Help

Display Plan Cost Line Items for Cost Centers : Initial Screen

Further selection criteria...

Cost center 361700 to

Or

Cost center group

Cost element to

Or

Cost element group 5020002

Planning data

Version 0

Period 10 to 10

Fiscal year 2002

Settings

Display variant 1SAP Cost element planning

Further settings...

Key in the cost centers or cost center group, cost elements or cost element group, select a period, and execute the report.

SAP

List Edit Goto Settings Extras Environment System Help

Display Plan Cost Line Items for Cost Centers

Master record

Display variant 1SAP Cost element planning
Cost center 361700 Accounting
Report currency USD US Dollar

| ATyp | Cost elem. | Cost element name | Total val. rep.crcy | Total fixed/var. qty | UM |
|---------------------|------------|--------------------|---------------------|----------------------|----|
| | 5020001000 | Postage | 0.00 | | |
| | 5020001000 | Postage | 1,000.00 | | |
| | 5020001000 | Postage | 0.00 | | |
| | 5020002000 | Telecomm Wired | 416.67 | | |
| | 5020003000 | Telecomm Wireless | 250.00 | | |
| | 5020003000 | Telecomm Wireless | 250.00 | | |
| | 5030008000 | Office Equip Maint | 41.67 | | |
| | 5050001000 | 02 Mileage | 333.33 | | |
| | 5050003000 | 02 Meals & Lodging | 41.67 | | |
| | 5090006000 | Office Supplies | 470.33 | | |
| * 361700 Accounting | | | 2,303.67 | | |

Display variant 1SAP Cost element planning
Cost center * *

The plan is displayed. For FY 2002, this plan was optional and entered by users. For FY 2003 and after, it will be uploaded from detail agency budgets.